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ABSTRACT

This book provides information to help school librarians get grant money for their schools. Chapter 1, "Identify the Need and Make a Plan," discusses preparation, library technology, other needs, and objectives. Chapter 2, "Go Where the Grants Are," covers organizing the research, searching for funding sources, and types of grants. Chapter 3, "Read Grants and Form a Writing Team," addresses reviewing grants, building a grant-writing team, and the grant-writing process. Chapter 4, "Read the Fine Print," focuses on getting ready to write, assessing the proposal, the proposal letter, and multiple submissions. Chapter 5, "Parts of the Proposal," describes the sections of a proposal. Chapter 6, "Speak Clearly," addresses defining terms, style, format, and appearance. Chapter 7, "Edit Until It Hurts," discusses revising for mechanics and content, proofreading, and following directions. Chapter 8, "Turn Rejection into Success," covers reasons for rejection, learning from the experience, and trying again. Chapter 9, "Celebrate and Share," discusses getting the word out. Chapter 10, "Follow Through," describes getting started, evaluation, and extensions. Appendices include selected works on grants and funding, U.S. Department of Education Technology programs, a glossary, Department of Education grant/contract forms, top foundations by total giving, a sample grant proposal format, a sample resume, a directory of state humanities councils, a technology inventory, a sample brochure, listservs for school librarians, and a sample budget. Includes an index. (Contains 401 references.) (MES)